



Request for Quote (RFQ)  
Close Management System - RFQ-CM-21318

**1. Organizational Information**

The Society for Neuroscience (SfN) is the world’s largest organization of scientists and physicians devoted to advancing the understanding of the brain and nervous system. SfN promotes scientific exchange through its annual meeting, which attracts more than 32,000 attendees from around the globe, and *The Journal of Neuroscience*, the field’s most-cited peer-reviewed journal. SfN also supports the neuroscience community through professional development programming and is dedicated to sharing the excitement and progress of scientific discovery through public information and outreach. SfN advocates strongly for policies that advance science and improve health, such as robust federal research investments and the responsible use of animals in research.

**2. Purpose of RFQ**

Society for Neuroscience (SfN) is currently in the process of selecting a partner for the business process evaluation, process design, and project implementation of a Close Management solution. SfN plans to select a partner that provides:

- Experience in the technical and functional implementation of a Close Management product
- In depth knowledge of implementing “Best Practice” business solutions
- Ability to assess SfN’s current business systems and provide recommendations to satisfy SfN’s design goals
- Experience with Fit Gap Analysis
- Proven project management experience

**3. Key Dates**

Activity	Date
RFQ Release Date	February 16, 2018
Vendor to Submit Questions / RFQ Clarifications	February 16, 2018 to March 2, 2018
RFQ Response Deadline	March 12, 2018

**4. Project Objectives**

- Chart of Account mapping
- Integrate with GP Dynamics
- Efficiencies established across all accounting functions
- Manual processes automated and elimination of workarounds
- Automate monthly and year end close processes
- Improve the quality of data captured during close process to limit the number of adjustments
- Reduce the number of days to close the books
- Better content for KPIs, management reporting and dashboards
- Provide an itemized task driven workflow

## 5. Key Deliverables

- Documentation of process flows
- Documentation of configuration recommendations
- Overall Project plan
- Documentation of any customizations required
- Project schedules to include identified times for design, development, testing, training and implementation

## 6. Project Completion Criteria - Close Management:

- Design of process flow documented, an implementation plan documented, and the Close process configured and in operation
- CFO and IT must agree on a plan of action to accomplish system functionality and approve the process
- All customizations are fully documented
- SfN to sign off on documentation, the project plan, and a functioning system in place

## 7. Supplier Questions

Questions may be e-mailed to [ptroxell@sfn.org](mailto:ptroxell@sfn.org). Written questions should be directly tied to the RFQ by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFQ. Each question should begin by referencing the RFQ page and section number to which it relates.

NOTE: Registered bidders are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4017. Anyone caught violating this rule risks being eliminated from the RFQ process.

## 8. RFQ General Information

- Neither SfN nor its representatives shall be liable for any expenses a bidder incurs in connection with preparation of a response to this RFQ. Applicants should prepare their quotes simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFQ.
- The issuance of this RFQ does not commit SfN to award a contract, to pay any costs incurred in the preparation of a quote in response to this request or to actually procure the requested services.
- Request for Additional Information: Prior to the final selection, vendors may be required to submit additional information that SfN deems necessary to further evaluate the vendor's qualifications. As part of the evaluation process, vendors shall furnish such additional information as SfN may reasonably require.
- SfN will not be liable for any costs incurred by the vendor in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this quote. If an SfN associate solicits a gratuity, the vendor is obligated to inform SfN's Deputy Executive Director (Operations).
- Right of Negotiation: SfN reserves the right to negotiate with the selected vendor the exact terms and conditions for a contract.

- **Legal Compliance:** In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- **Disqualification:** No award will be made to any bidder, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- **Performance and Approval of Sub-Consultants:** The vendor will perform the project as an independent contractor and not as an agent or employee of SfN. The vendor shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the quote evaluation stage.
- **Licenses, Permits & Taxes:** The price or prices for the work shall include full compensation for all taxes, permits, etc. that the vendor is or may be required to pay. SfN is a tax exempt entity.
- **Minority/Women Business Enterprise (MWBE) Policy:** It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a vendor plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Vendors shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the quote, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.
- **Revisions to this RFQ:** In the event it becomes necessary to clarify or revise this RFQ, such clarification or revision will be by addendum. Any RFQ addendum will be distributed to all registered bidders via the e-mail provided.